

## **Conditions for the acceptance to the Business Preparatory Programme for an accredited studying programme of MIAS CTU in Prague in the academic year 2026/2027**

### **1. PREAMBLE**

1. This document sets forth the conditions for the acceptance to the full-time form of the Business Preparatory Programme (hereinafter "BUSS PREP") conducted in the English language at the Masaryk Institute of Advanced Studies ("MIAS") of the Czech Technical University in Prague ("CTU in Prague").
2. The acceptance to BUSS PREP is governed by these Conditions.

### **2. BASIC INFORMATION ABOUT BUSINESS PREPARATORY PROGRAMME**

1. The Business preparatory programme is a specialized preparatory programme in the English language whose aim is to prepare its participants for the study of economic-related bachelor's programmes and for the entrance exams especially for bachelor's degree programme at MIAS and selected CTU faculties.
2. The two-semester programme consists of five modules – Mathematics; Introduction to Business and Economics; Current Business Topics; Business Communication and Professional Skills; Understanding Cultural and Corporate Differences. The modules are split up into 560 classes (45 min each) with the intensity of 20 x 45 min a week and always cover a theoretical and practical part (lectures and exercises/workshops).
3. The minimum number of registered participants for the programme to open in an academic year is 5. If for some reason the number of active participants drops below 5 during the academic year, MIAS will guarantee the continuation of the programme until the end of the academic year.

### **3. CONDITIONS OF ACCEPTANCE, APPLICATION AND DEADLINES**

1. To be considered for the acceptance to the BUSS PREP, applicants must have completed full secondary/high school education. The applicant must provide proof of completion of secondary/high school education by submitting a scanned copy of the corresponding certificate including the transcript of records translated to the English language.
2. In addition, to be considered for the acceptance to the BUSS PREP, applicants must have the knowledge of English at B2 level (according to CEFR) which will be verified during on-line interview.

3. The interview is one of the requirements needed to be fulfilled. Beside the knowledge of English at B2 level, the applicants must prepare a short introduction (max 5 minutes) about themselves where their motivation to study Economics shall be included.
4. An applicant will fill an application form online. The form is available at the official website of MIAS. Following this step, he/she will send a signed copy of Study Contract (also available at the official website of MIAS), with the scanned copy of passport and with the documents according to the paragraph 3 article 1 of these Conditions by e-mail to [muvs-uniprep@cvut.cz](mailto:muvs-uniprep@cvut.cz).
5. The applicant will pay administrative fee (850 CZK) to the bank account of MIAS (see section 6) once he/she receives confirmation of successful delivery of the application form together with the assigned registration number. The administrative fee is non-refundable.
6. The deadline for completing all these steps is March 31, 2026 for participants with visa obligation. The participants without visa obligation will complete these steps by June 30, 2026 at the latest. Applicants are strongly encouraged to perform these steps as soon as possible to allow the MIAS administration to process the applications on an ongoing basis.

#### 4. RIGHTS AND OBLIGATIONS OF THE CONTRACTUAL PARTIES

1. MIAS shall provide tuition in accordance with the study plan and shall facilitate to the participant of BUSS PREP possibility to take part in this tuition. The tuition shall be carried out in accordance with the studying timetable.
2. Every participant of BUSS PREP will be given a document confirming the completion of the preparatory programme. Those who will successfully pass the final exams will receive an official certificate.
3. Passing the final test from Mathematics will allow the participant to have the admissions test from Mathematics for the Bachelor's degree programme at MIAS forgiven.
4. Successful completion of optional courses offered from the degree programmes can be recognized in further study in degree programmes at MIAS.
5. The participant is obliged to fulfil all studying tasks in the frames of BUSS PREP during its whole duration, attend lessons in accordance with the timetable of MIAS, disclose in written form any change in the processed personal data mentioned in the Study Contract to MIAS Preparatory Programme Officer as well as changes of any other facts related to the subject and purpose of these Conditions.
6. The participant is obliged to attend the tuition in accordance with the wording of The Decree of the Director No. 3/2021, Article 3(1) ([available on the website](#)). Minimum of 80 % attendance in each module is considered as a proper participation. In case of health problems or other exceptionally serious reasons, supported by medical or other conclusive reports, larger absence in tuition can be tolerated. If the participant does not properly participate in tuition, he/she may be expelled from further studies of BUSS PREP.
7. The participant shall duly and timely fulfil the payment conditions (see section 5).
8. By signing the Study Contract, the participant gives MIAS his/her agreement with processing and storage of the personal data presented in the application form for the needs and purposes related to the programme, including the rights resulting from the Study Contract.

9. The participant is obliged to disclose all changes related to his/her residence in the Czech Republic to the Department for Asylum and Migration Policy of the Ministry of the Interior and MIAS within the period of 3 days.

## 5. TUITION FEE AND OTHER ARRANGEMENTS

1. Total price of BUSS PREP (two semesters) is 95 000 CZK. The tuition fee must be paid for the whole year and the payment must be received by MIAS no later than April 8, 2026 for the participants with visa obligation. The participants of the programme without visa obligation will pay the tuition fee by July 8, 2026 at the latest.
2. Upon the tuition payment is received to the bank account, MIAS will confirm receipt of payment by email and send to the participant an official letter of acceptance. The document will be sent by registered mail. In case the applicant wants to speed up the process of receiving the document required to apply for a visa, he/she may arrange a courier service. All costs related to such service are borne by the applicant. MIAS must be informed of such a step at least one working day in advance.
3. The participant with visa is obliged to inform MIAS about the submission of a visa application within 3 weeks after receiving the official letter of acceptance to BUSS PREP (see paragraph 5 article 2).
4. The participant is obliged to inform MIAS about obtaining/failing to obtain the student visa to the Czech Republic no later than 3 working days on receipt of the official announcement from the Embassy.
5. The participant will be asked to arrange accommodation and health insurance for the whole period of planned stay in the Czech Republic and to send documents confirming this fact upon request by e-mail to [muvs-uniprep@cvut.cz](mailto:muvs-uniprep@cvut.cz).
6. Admitted participants can book their accommodation in the CTU student dormitories at the [websites](#). They will receive accommodation confirmation from CTU Facilities Administration Department upon request and after the payment of dormitory administrative fee.

## 6. FEE PAYMENTS

1. The administrative fee is non-refundable.
2. The tuition fee is non-refundable, except for serious circumstances that prevent the admitted participant from registration (such as failure to obtain the visa to the Czech Republic - with an exception of negligence on the side of applicant (f. e. failure to deliver documents required by the Embassy)). In such case, the participant shall submit a request and supporting evidence to the guarantor of BUSS PREP who then decides about returning the fee.
3. In case of complications of the state of health and other extraordinary important issues which have emerged in the run of the programme and are documentarily proved by medical or other official report, and in case such reasons will disallow the participant to take part in the tuition in the long-term perspective, the fee might be partially returned. The amount of returned fee will be determined on the bases of individual assessment of the case by the guarantor of BUSS PREP.
4. In case of exclusion of the participant from BUSS PREP, the tuition fee is non-refundable (see paragraph 4 articles 5 and 6 and paragraph 8 article 1d).

5. If the participant interrupts the study in BUSS PREP on the basis of his/her own decision, there is no possibility to claim a refund for the tuition fee.
6. The tuition fee does NOT cover accommodation, food, transportation, medical insurance, or other personal expenses.
7. All payments should be made by wire transfer. All transaction fees and charges associated with the payment shall be borne by the participant.
8. The participant shall use the assigned registration number (see paragraph 3 article 5) as identification code for all his/her payments to MIAS. The participant shall carefully follow the instructions for international payments so that MIAS receives the full amount.

Account holder: MIAS CVUT  
Kolejní 2637/2a  
160 00 Praha 6  
Czech Republic

For payments in **EUR** currency please use:

Account No.: 115-840890237/0100  
IBAN: CZ6001000001150840890237  
SWIFT: KOMBCZPPXXX

For payments in **CZK** currency please use:

Account No.: 19-8491620277/0100  
IBAN: CZ6501000000198491620277  
SWIFT: KOMBCZPPXXX

Bank name and address: KB Praha 6

## 7. REGISTRATION IN THE BUSINESS PREPARATORY PROGRAMME

1. Participants must come in person to MIAS during the two weeks preceding the beginning of BUSS PREP in order to register into the programme and must present the originals of all submitted documents for verification. The participant will be informed about the exact time and place via e-mail.
2. Participants who cannot attend the registration at the designated time due to serious reasons must inform MIAS by sending an e-mail to [muvs-uniprep@cvut.cz](mailto:muvs-uniprep@cvut.cz). For such participants, another registration date will be arranged individually no later than three working days after arrival.
3. If the participant does not register to BUSS PREP and fails to inform MIAS, MIAS will inform the Ministry of the Interior of the Czech Republic without delay which will in its turn cancel the validity of the visa.
4. If the participant is unable to register for serious reasons by October 12, 2026, he/she cannot start the study.
5. If by October 12, 2026, the number of registered participants is below 5, MIAS reserves the right to unconditionally terminate the programme for the academic year, reimbursing the

participants of the tuition fees, without other compensation or claim from each party, outside the terms of the contract.

## 8. TERMINATION OF CONTRACTUAL RELATIONS

1. Contractual Relations terminate on completion of BUSS PREP in one of the following ways:
  - a. Regular graduation from the Business preparatory programme.
  - b. By means of written sign-off from the programme provided by the participant. The date of termination of the study is the date on which MIAS receives the written sign-off letter from the participant.
  - c. By written agreement between the Parties on termination/pause of the study on proposal from MIAS, the date of termination/pause of the study is the date of signature of such agreement by the contractual Parties.
  - d. By exclusion of the participant which MIAS has the right to put to force in case of major violation of studying or other rules and provisions of MIAS, if the situation is not resolved otherwise. The date of termination of the study is the date on which the participant receives the resolution on expulsion. The paid fees will not be refunded to the participant in this case.

## 9. CONCLUDING REMARKS

1. Information stated in application form and application attachments must be true and complete. False or incomplete information can result in a rejection of the application form during the acceptance procedure and if discovered after the registration into the BUSS PREP, in a possible exclusion from the studies.
2. The Study Contract for participation in BUSS PREP will come into force on the day of signature of the contract by both parties. The contract will come into effect after the successful payment of the determined payments by the participant and by the registration of the participant to BUSS PREP.
3. In case of any questions or requests, applicants are welcome to send an e-mail to [muv-uniprep@cvut.cz](mailto:muv-uniprep@cvut.cz).

In Prague, December 12th, 2025



Director of Masaryk Institute  
of Advanced Studies  
prof. Vladimíra Dvořáková